



STATE OF WASHINGTON
DEPARTMENT OF COMMUNITY,
TRADE AND ECONOMIC DEVELOPMENT

Community Development Block Grant Program

2007 General Purpose Grant Application Handbook

September 2006

**Applications for this grant are due:
November 16, 2006**

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Director

**WASHINGTON STATE
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
2007 GENERAL PURPOSE GRANT APPLICATION**

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ESSENTIAL INFORMATION

2007 GENERAL PURPOSE GRANT APPLICATION PROCESS

➤ DUE DATE

Applications must be hand-delivered by 5:00 p.m. or postmarked on or before **November 16, 2006**. It must be mailed by first class rate or higher. **Applications postmarked or hand-delivered to CTED after these deadlines will not be eligible.**

FAXED applications will not be accepted.

➤ AWARD ANNOUNCEMENT DATE

CDBG awards will be announced by mid-March 2007. In most cases, grant contracts are fully executed within 90 days of the award announcement.

➤ BASIC ELIGIBILITY QUESTIONS

Complete the application according to the instructions contained in this handbook, and be able to answer “Yes” to the following basic questions:

- Are you an eligible applicant?
- Is the project an eligible activity?
- Has principal benefit to low- and moderate-income citizens been documented?
- Has a public hearing been conducted?
- Have all the official forms been signed?

➤ ESSENTIAL SUBMISSION INFORMATION

Follow the submission information in Section 2 of this handbook and submit **ONE** application with original signatures, and **FOUR** copies to the following address:

CDBG Program

Department of Community, Trade and Economic Development
906 Columbia Street Southwest
Post Office Box 42525
Olympia, Washington 98504-2525

➤ IF YOU HAVE QUESTIONS

Contact CDBG staff listed on the handbook title page if you have any questions as to whether your project is eligible or how to apply.

RECENT CHANGES TO THE APPLICATION PROCESS

CDBG Project Summary Form

This form has been reformatted to make it easier for you to complete. It is now two pages rather than one, but we think you'll appreciate the format.

Outcome Performance Measurement System

This system, required by the U.S. Department of Housing and Urban Development (HUD), enables us to report all accomplishments, both yours and ours, to Congress and the public. Beginning this year, you will notice that your CDBG contract will be asking for some additional information at the application point, during the project and at project closeout.

We view this as a positive process that will confirm to Congress and the public that the CDBG program is valuable to local jurisdictions and worthy of continued funding.

General Purpose Application and Forms Available Online

Also, please note that the entire General Purpose Application, including forms, are available online at <http://www.cted.wa.gov/cdbg>.

SUGGESTIONS FOR PROJECT DEVELOPMENT

The CDBG application process is competitive, generally requiring a high level of involvement and commitment by members of the applicant community. To assist applicants, a series of steps for selecting a project and getting started on the application process is provided below:

- **Read the Application Handbook** thoroughly to understand all requirements. Review community priorities identified in planning documents such as Comprehensive Plans and compare with CDBG-eligible activities; examine application guidelines; and consult with CDBG Program staff before proceeding with development of a CDBG application.
- **Attend a CDBG application workshop** during September 2006.
- **Determine** whether the project(s) being considered for submittal principally benefits low- and moderate-income persons. It is essential that the entire population to benefit from a project be identified, including areas outside an applicant jurisdiction's official boundary. At least 51 percent of the population to be served must have an income of 80 percent or less of the county median income as set forth in the 2006 Income Limits (Appendix B). See page 63 for more information and examples.

Consider the following definitions and guidelines:

1. If the proposed project will benefit an entire community, such as an expansion or upgrade of a wastewater treatment system, then the area benefit to low- and moderate-income persons must be determined. The percentage of low- and moderate-income persons within a community can be determined using either 2000 census data or by conducting a statistically valid survey. Surveys older than January 2001 will not be accepted.
 2. If a proposed project is to exclusively benefit an area that is not defined by the 2000 census data (either an area larger or smaller than an incorporated jurisdiction that does not fit a census designated area), then a statistically valid survey must be conducted. Surveys conducted prior to January 2001 will not be accepted.
 3. If the project is to benefit only low- and moderate-income households, such as a housing rehabilitation program, then general income data of the area is not required, but the proposal must describe its income qualification policies that ensure **direct benefit** to low- and moderate-income households.
 4. If the project has both area and direct benefit components, such as a community center that will house some income qualifying programs but also will provide general community-use space, then the project must either qualify as an area benefit project OR area data and income qualification data can be combined to demonstrate the project's overall benefit to low- and moderate-income persons.
- **Plan for community/citizen involvement** before developing the application. Involve citizens who represent a cross-section of the community such as local officials, special interest groups, and civic organizations. Solicit their advice and participation early in the development of the project concept and proposal. This will build support for your project and eliminate any potential conflicts or duplication of effort. Citizen participation may be obtained through a variety of methods including town meetings, radio and newspaper advertisements, symposiums, work groups, surveys, etc. Strongly consider establishing a team or committee to assist in preparing a draft proposal. Schedule the required public hearing early during the proposal and application development process.

(Note: Early citizen participation activities can help identify sensitive issues before the public hearings and application submittal. Several applicants have discovered it is easier to identify and resolve issues before submittal than after a project is funded.) Refer to page 47 for the Citizen Participation Requirements Section.

- **Develop a work plan** for preparing the application which identifies the tasks to be completed, the steps that are necessary to meet the threshold requirements, the key individual(s) who will be responsible, a schedule for grant writing team meetings, and the time frames for assembly, editing, approval, copying, and delivery of the application by the due date. Develop the project concept as a team, but have one person do the actual writing.
- **Collect preliminary data** related to need, severity, community demographics, and financial condition of the applicant jurisdiction.
- **Start the SEPA and NEPA Environmental Review process** as early as possible.
- **Complete application proposal** in draft form as early as possible to allow time for review and “fine tuning” by the grant writing team as well as someone unfamiliar with the project.

<p>Note: Many errors or misunderstandings could be eliminated by providing adequate review time prior to submitting the application.</p>

- **Then have an associate or friend** not directly involved in your project, read your application looking specifically for:
 - ① Typos and grammatical errors
 - ② Inconsistencies in logic
 - ③ Budget items that are not clearly justified
 - ④ Ways to eliminate confusing terms or jargon
 - ⑤ Unsupported statements, unfounded assumptions, or weak documentation
 - ⑥ Ways to improve the overall application impact
- **Review the draft proposal** with citizen groups, community leaders, and other stakeholders. Once these steps are complete, an applicant is ready to prepare the final CDBG application.
- Establish a schedule to obtain official signatures.

HOW TO USE THE APPLICATION HANDBOOK

This General Purpose Grant Application Handbook provides information about the State of Washington Community Development Block Grant Program and provides instructions and forms for preparing and submitting a funding request. We recommend that applicants review all the sections and our instructions before separating the materials.



NOTE: Every green page in this application contains pertinent information or required forms that **MUST** be provided by the applicant.

The handbook contains five sections including the appendices:

Section 1: **CDBG General Program Information:** Provides basic information about the CDBG Program, including funding availability, eligibility guidelines, special requirements, and funding limitations.

1-A: General Program Information

1-B: Chart and Lists of Eligible and Ineligible Jurisdictions

1-C: Eligible and Ineligible Activities

Suggestion: Read this section first to verify that your jurisdiction and proposed activity are eligible.

Section 2: **Application Submission:** Provides guidance on how the application must be structured: i.e., print size, spacing, and number of copies.

Suggestion: Review this early in your process, but don't worry about formatting until your application is complete. Then review and follow the instructions in this section.

Section 3: **Application Forms and Requirements:** Provides information needed to complete the application forms and certifications. **All applicants must complete this section of the Application Handbook.**

Suggestion: Schedule your first public hearing now. During that hearing, Section 3-B, Resolution, can be passed and Section 3-D, Citizen Participation Requirements, must be met. Second, complete the Income Survey Worksheet, which is necessary if an income survey is being used. Then, complete the Low- and Moderate-Income (LMI) Benefit Table, which is always required and necessary to verify that your project meets the requirement that at least 51 percent of the persons served by the grant have incomes within the LMI guideline. (Refer to Appendix B for the 2006 Income Limits.) As you near completion of the CDBG Application, complete the Project Summary Form and the Community Data Summary Form.

Section 4: **Instructions for Application Narrative:** Provides specific questions and rating criteria that must be addressed in the application. Each category of CDBG eligible projects is covered by the same set of General Purpose questions and rating criteria.

The five project categories are:

- A. Public Facilities
- B. Community Facilities
- C. Housing
- D. Economic Development
- E. Comprehensive*

*Comprehensive applications should clearly identify how the different activity areas are essential and necessary to complete simultaneously. Comprehensive projects must consist of elements that are absolutely integral to one another. Otherwise, the overall project rating will fail to match an average of the overall need for each component and may end up not receiving funds.

If submitting an economic development application, it is strongly recommended the applicant contact Dan Riebli, Program Manager, to obtain additional details.

Section 5: **Appendices:** Provides additional information that may be essential to completing an application or would be of value in determining the requirements that must be met if a CDBG award is made.

Appendix A: Lists jurisdictions with 51 percent or greater low- and moderate-income population (based on HUD's 2000 Census Data).

Appendix B: 2006 Low- and Moderate-Income Limits are needed to develop and administer income surveys and to qualify grant recipients for services if your project is designed to provide a direct benefit to low- and moderate-income persons or households.

Appendix C: Contains a Community Survey Guide that provides information and sample forms for developing and administering community needs and income surveys.

Appendix D: Lists Federal and State Regulations that may apply to the applicant's project.

Appendix E: Public Hearing Material (Spanish Version)

CDBG Program staff is available to help applicants develop competitive applications. Applicants are invited to contact any of the CDBG staff at (360) 725-3019 or at the individual phone numbers listed on the title page. They can provide advice on how to prepare more competitive proposals, provide clarification on income surveys and LMI requirements, confirm eligibility of proposed activities, and generally assist communities throughout the application process.